



**THE CITY OF ST. LOUIS
DEPARTMENT OF HEALTH**

**REQUEST FOR PROPOSALS
AND
APPLICATION REQUIREMENTS**

MEDICAL DEBT FORGIVENESS PROGRAM

ISSUANCE DATE: July 2, 2024
DUE DATE: July 30, 2024

City St. Louis Department of Health
1520 Market Street, Room 4051
St. Louis, MO 63103

Note: If this RFP was downloaded from the City of St. Louis Website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.

TABLE OF CONTENTS

ESTIMATED SCHEDULE (SUBJECT TO CHANGE):	3
I. Purpose and Intent	3
II. Contact Person & Questions	4
III. Submission & Deadline	4
IV. Required Qualifications & Certifications	5
V. Method of Compensation	5
VI. Scope of Services	5
VII. Required Application Contents	7
VIII. Program Narrative	8
IX. Application Evaluation & Selection Criteria (Scoring)	9
X. Miscellaneous Terms and Conditions Applicable to RFP	11
A. Amendments	11
B. Right to Withdraw Application	11
C. Contents of Applications	11
D. Respondent's Responsibility	11
XI. Standard Contract Terms	12
A. Recordkeeping & Audits	12
B. Non-Discrimination Policy	12
C. Minority and Women's Business Enterprise Participation	13
D. Public Records Law	13
E. Living Wage	13
F. Service Contract Prevailing Wage	13
G. Unauthorized Aliens Affidavit	14
H. Independent Contractor	14
I. Indemnification	14
J. Insurance	14
K. Subject to Appropriation of Funds	15
L. Prohibition on Limitation of Liability Clauses	15
M. Termination	16
N. City Data Offshore Use and Storage	16
O. Prohibition of Clickwraps and End User License Agreements	17
P. Earnings Tax Requirements	17
XII. Governing Law and Venue	17

ESTIMATED SCHEDULE (SUBJECT TO CHANGE):

Date	Activity/Time
July 2, 2024	Issuance of Request for Proposals
July 23, 2024	Final Submission of Questions to Contact Person
July 30, 2024	Applications Due – No Later than 4:00pm CDT
September 3, 2024	Selection by Selection Committee
September 20, 2024	Notification of Award
November 1, 2024	Tentative Contract Start Date
October 31, 2025	Tentative Completion of the Project Period with renewal

I. Purpose and Intent

The City of St. Louis Department of Health is issuing this Request for Proposals (“RFP”) for an organization to purchase medical debt (including copays and deductibles) of City of St. Louis residents not otherwise covered by private insurance, the Affordable Care Act Marketplace, Medicare, or Medicaid and who are 400% or less of federal poverty level at a reduced rate (as little as 1/100 of its outstanding charge value) with no tax consequences for those whose medical debts are forgiven.

The lingering, entrenched economic fallout from the pandemic has exacerbated financial hardships, leading to increased medical debt burdens on vulnerable populations within the community. Medical debt can be a barrier to accessing additional necessary healthcare services and can lead to severe economic instability for affected households. Medical debt relief aligns with the spirit and intent of American Rescue Plan Act, which emphasizes the importance of addressing the health and economic impacts of the pandemic on individuals and communities.

The purpose of this RFP is to promote and ensure the fairest, most efficient means to obtain the benefits of the most qualified, responsive, and responsible proposal. Hereinafter, organizations interested in submitting a proposal in response to this RFP shall be referred to as “Respondents.”

The City of St. Louis is not obligated to award funds to any provider, nor is the City of St. Louis liable for any costs incurred by the organizations in the preparation of applications. Nothing in this RFP, nor in any application in response to this RFP, is intended to be, nor should anything be construed as, an offer of engagement. Selection of a Respondent shall not be construed as an offer of engagement unless and until a contract is fully negotiated and fully executed by all parties. The City retains the right to award parts of the available funds to several Respondents, not to issue any funds, and/or to re-solicit applications.

The City reserves the right to reject any and all applications submitted and to waive any and/or all non-material irregularities pertaining to the submission of the application. Additionally, any and all projects elements, requirements and schedules are subject to change and modification. The City

also reserves the right to modify, suspend, or terminate at its sole discretion any and all aspect(s) of the RFP process to obtain further information from any and all Respondents, and to waive any defects as to form or content of the RFP or any responses by any Respondents. All submitted materials will become the property of the City, may become public documents at any time during the awarding process, and will become public documents at the conclusion of the awarding process. Any and all documents submitted by Respondents may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law. By applying to this RFP, each Respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out herein.

II. Contact Person & Questions

Please direct all communications regarding this RFP with a clearly marked subject heading of “RFP – Medical Debt Forgiveness Program” to:

Craig Schmid at the following email address: schmidc@stlouis-mo.gov

No contact with other City employees or personnel is permitted.

Questions must be submitted no later than July 23, 2024 unless the Department of Health provides an addendum to this RFP as part of rolling acceptance of applications to expend all funding. The Department of Health will maintain a list of all organizations or individuals requesting copies of this RFP and will ensure that copies of all questions and responses shall be made available in writing to each organization on such list, when requested. Answers will also be publicly posted at <https://www.stlouis-mo.gov/government/procurement/index.cfm#rfp> .

Questions should be asked in consecutive order, from beginning to end, following the organization of this RFP. Each question should begin by referencing the RFP page number and section number to which it relates. All contacts and questions must be submitted in writing to the designated contact person by sending an e-mail to him with a clearly marked subject heading of “RFP – Medical Debt Forgiveness Program”.

Respondents should not otherwise contact the City directly, in person, by telephone, facsimile, or by e-mail, concerning this RFP.

Contact with the City after the submission of an application is limited to status inquiries only and such inquiries are only to be directed to the above-named individual by email with a clearly marked subject heading of “RFP – Medical Debt Forgiveness Program”. Any further unsolicited contact or information about the RFP to the City or any of its personnel will be considered an impermissible supplementation of the Respondent’s application.

III. Submission & Deadline

Respondents must submit an application via one email to schmidc@stlouis-mo.gov with a clearly marked subject heading of “**RFP – MEDICAL DEBT FORGIVENESS PROGRAM**” electronically timestamped no later than 4:00 p.m. (CDT) on July 30, 2024, and

only in standard (8 x 11-inch letter sized) in **both Microsoft Word and PDF formats**. ***Late or incomplete proposals will not be accepted.*** Applicants must adhere to the following:

- Must be in the English language.
- Page number limits as set forth below in VII. CONTENTS OF PROPOSAL.
- Double spaced with one-inch margins.
- Use 12-point Times New Roman or Calibri font.
- Number each page at the bottom, except for the cover page.
- Use 8.5 inch by 11-inch page size that can be photocopied

Do not assume that the reader knows your organization or program. Issuing an RFP does not obligate the City of St. Louis Department of Health to award a contract to any provider, nor is the City of St. Louis Department of Health liable for any costs incurred by the organizations in the preparation of proposals.

The City of St. Louis Department of Health retains the right to award parts of the contract to several bidders, not to select any bidders, and/or to re-solicit proposals.

IV. Required Qualifications & Certifications

Respondent must demonstrate:

1. The organization and Staff assigned to this project each have at least five (5) years of experience in purchasing medical debt at a reduced rate.
2. The organization has all insurance coverages, permits, licenses and professional credentials necessary to perform the services specified in this RFP.

V. Method of Compensation

Any agreement entered into pursuant to this RFP will provide compensation on a reimbursement basis.

The approximate award ceiling during the project period (estimated November 1, 2024 through October 31, 2025) is up to Eight Hundred Thousand Dollars (\$800,000.00).

During the course of any contract, monthly payments will be made to the Selected Respondent(s) upon receipt and approval of proper invoicing, deliverables, documentation, and reporting.

VI. Scope of Services

Project application and proposed consultant services must address:

- The methodologies and approaches the Respondent will use to purchase medical debt for City of St. Louis residents who are four hundred percent (400%) or less of the federal poverty level and whose medical debt equals or exceeds five percent (5%) of total household income at a reduced rate (as little as 1/100 of its outstanding charge value) with no tax consequences for those whose medical debt is forgiven.

- How Respondent will take lead on recruiting and working with medical providers to determine eligibility for medical debt forgiveness; how respondent will select eligible individuals for medical debt forgiveness; and how Respondent will notify eligible individuals that their medical debt has been forgiven.
- How Respondent will take lead on negotiating with medical providers on their participation in this program, including but not limited to BJC, Mercy, SSM and Community Health Centers/Federally Qualified Health Centers as well as other City of St. Louis-based providers of medical care, mental health care, or behavioral health care.
- How Respondent will facilitate with medical providers any necessary Business Associate Agreements (BAAs) or Non-Disclosure Agreements (NDAs) needed to facilitate this program with medical providers; what kinds of information Respondent anticipates obtaining from medical providers through BAAs and NDAs, and whether any such information will be treated by Respondent as confidential or otherwise not subject to disclosure and why.
- How Respondent will receive, maintain, protect, and keep secure any patient account information it receives from medical providers as part of implementing this program.
- Activities along with timeline for this initiative and estimated overall amount of medical debt for which Respondent will obtain forgiveness.
- Respondent's anticipated costs for program administration, technology, indirect costs, and costs of any other expenses that do not include the actual purchase of medical debt from medical providers. Must also be included in Respondent's Budget.
- Respondent's ability to conduct data analysis to guide and inform the City of St. Louis on program progress and program impacts.
- Reporting monthly demographics of those who receive the benefit of medical debt forgiveness through this program, including but not limited to zip code (must be located in City of St. Louis), race, ethnicity, age, sex, income, and amount of debt forgiven.
- Reporting a narrative summary of Project status during each monthly reporting period, including but not limited to: how Respondent is engaging with medical providers, eligible City residents to whom debt relief is being offered, and the City of St. Louis Department of Health; any challenges encountered in administering this program and solutions obtained to effectively implement this program; how Respondent is prioritizing low-to-moderate income City residents with medical debt; and any purchase prices utilized in acquiring medical debt portfolios as part of this program.
- Respondent's ability to meet monthly, whether virtually or in-person, with the City of St. Louis Department of Health in order to provide an update on progress on implementing this program.
- Reporting the amount expended by Respondent on the project during the month and cumulatively for any whole contract period, and including what amounts were for administering the program, fees, the amounts that went to forgive medical debt for residents of the City of St. Louis, and how much medical debt of residents of the City of St. Louis has been alleviated to date by this program.

- How Respondent will ensure its administration of these funds are in compliance with relevant American Rescue Plan Act (ARPA) guidelines and regulations and all other relevant U.S. Treasury and other federal guidelines and regulations pertaining to the implementation of these ARPA dollars for medical debt forgiveness.
- How Respondent will support the City of St. Louis’s monitoring and compliance needs related to the implementation of this program.
- How Respondent will solicit and collect testimonials from eligible City of St. Louis residents who had their medical debt forgiven under this program and provide such testimonials to the City of St. Louis Department of Health.
- How Respondent will support marketing and outreach for this program in collaboration with the City of St. Louis communications teams.
- How Respondent will acknowledge the City of St. Louis when describing projects or programs funded in whole or in part with ARPA funds provided by the City of St. Louis for this program; how Respondent will ensure that all flyers, advertisements, press releases, or other marketing communication material issued by Respondent and that apply to the medical debt relief program funded by the City of St. Louis will include the City of St. Louis logo and be approved by authorized City of St. Louis representatives before Respondent publishes such materials.

VII. Required Application Contents

- Cover Sheet: Complete and attach the Cover Sheet, attached as Appendix 1.
- Transmittal Letter/Abstract: Respondents shall provide a transmittal letter/abstract providing the name and a brief description of the organization. The letter must briefly summarize the Respondent’s ability and willingness to perform the services sought under this RFP with a summary of salient points of the application. (1-page limit, single spaced)
- Program Narrative – Response to Section VIII: In this section, Applicants must respond to all criteria listed and provide the required attachments. ***The narrative must not exceed 15 double-spaced pages in total length. The required attachments do not count toward your 15-page limit.***
- Proof of Non-Profit Status: Please provide proof of registration with the Missouri Secretary of State as a non-profit organization if applicable.
- Verification of License/Taxes: In this section, Respondents must affirmatively verify that the organization has a current business license and is current with tax remittance. Respondents must provide a copy of its current City of St. Louis business license (or waiver letter from License Collector).
- Minority & Women Business Enterprises: In this section, Respondents shall describe their organization’s M/WBE participation and attainment of the City’s M/WBE goal, if a for-profit organization, and their level (number and percentage) of minority and women principals of the non-profit and level (number and percentage persons who will be working on any contract to perform services arising from this RFP if currently employed or contracted). See Section XI.C.
- Living Wage Acknowledgment and Acceptance Declaration. Respondents shall submit with their application the Living Wage Acknowledgment and Acceptance Declaration, attached as Appendices 2 & 3. See Section XI.E.

- H. Unauthorized Alien Employee Affidavit. Respondents shall submit with their application the completed, notarized, Unauthorized Alien Employee Affidavit attached as Appendix 4. See Section XI.G.
- I. City of St. Louis Programmatic Risk Assessment – Risk Assessment Questionnaire (RAQ). Respondents shall submit with their application the completed Risk Assessment Questionnaire attached as Appendix 7.
- J. Appendix 5 Supplement of Required Contract Provisions Pursuant to the American Rescue Plan Act is attached for informational purposes so that Respondents are aware of the provisions any contract funded by the American Rescue Plan Act will need to have.
- K. The template for the ACORD Certificate of Insurance in Appendix 6 is attached for informational purposes and is not required to be submitted by Respondents with their application. Respondents should be exploring with their insurance brokers obtaining the insurance required in Section XI.J. below in order to attach to any contract.

VIII. Program Narrative

In no more than 15 pages, double-spaced, *excluding attachments noted*, respond to the below criteria to describe your organization’s qualifications and proposed programming. You will be scored and evaluated on the following criteria outlined below:

1. Organizational Description (20 points)

Description of the organization and how it meets the requirements listed in Section IV above. Provide a thorough description of the organization, its contact information, and its qualifications for the requested services. Describe the organization’s strengths, capabilities and experience in performing these services, including applicable selection criteria in Section IX below. See Sections IV., VI., and IX.

2. Project Team (20 points)

List of Project Team members with:

- i. names, titles, telephone numbers and e-mail addresses of the persons who will function as the primary contact and back-up contact persons.
- ii. names, qualifications, experience, description of the role, and responsibilities for each person who will be participating in the project. State the background of each team member, years of experience, length of employment with your organization, and experience providing the deliverables as described herein.
- iii. Provide brief resumes/qualifications of personnel who will be primarily involved in this project. (2-page limit)(attach resumés, which are not part of 15-page limit, but should be no more than 4 pages double-spaced or 2 pages single-spaced).
- iv. list of relevant and successfully completed projects by these team members;
- v. organizational chart for the proposed team, identifying the team leader, and all roles and areas of responsibility.
- vi. list any subcontractors and the information listed above in 2.i.v. (subcontractors are required to comply with all provisions of a successful Respondent’s contract).

3. Plan Achieving Medical Debt Forgiveness (50 points)

Comprehensive project implementation plan with a detailed description of activities and services to be provided and deliverables to be met. Provide a description of how the organization intends to perform the specific services requested above in VI. SCOPE OF SERVICES, work flows, work plan, timeline, responsible persons, and how the services will be provided according to the applicable selection criteria in Section IX below.

4. Budget (10 points)

Budget for the proposed project which includes any in-kind contributions. The costs associated with the proposed project should directly reflect the action steps necessary to implement the Scope of Services. The costs should not reflect any intended activity *not* specifically indicated in the proposed implementation plan. Include details regarding the proposed costs for the services listed in the Scope of Services. Respondents must submit a detailed project budget including flat rate(s) per hour, if applicable. Respondents must explain how the flat rate(s) is/are calculated, including rationale for multiple flat rates. Any In-Kind Services and their association with the proposed project should be listed and justified. Does the budget justification provide a basis for the level of service proposed? A budget proposed for the services in this RFP must include explanations for the following line items (if applicable)

- a. All personnel whose salaries will be paid in whole or in part with this RFP funding opportunity, including fringe benefits (% and dollars).
- b. Percentage and amount of budget that will be used for the direct benefit of medical debt forgiveness versus percentage and amount of budget that will be used for administration fees and costs.
- c. Projected costs of events or activities that will support the services in this RFP
- d. Costs for supplies, incentives (limited)
- e. Purchases to support the project.
- f. Travel cost directly associated with, and to benefit the work supported by, this RFP funding opportunity.
- g. Flat rate(s) per hour, if applicable, and explanation for how the flat rate(s) is calculated, including rationale for multiple flat rates. This must include the number of in-person visits to St. Louis and the City Justice Center as well as the number of hours.
- h. Indirect costs (limited to 10% of eligible direct costs and the types of costs, for example: administration - for salaries of accounting, chief executives, personnel administration; depreciation on buildings and equipment; costs of operating and maintaining facilities)

IX. Application Evaluation & Selection Criteria (Scoring)

Evaluation

The evaluation of qualifications will be performed by a Selection Committee composed of representatives of the Mayor's Office, Comptroller's Office, the Aldermanic President's Office,

and the Department of Health, in accordance with the guidelines established by Ordinance No. 64102 and the Regulations established by the Board of Public Service. They will consider the following in the selection of organizations qualified to perform the services requested above:

- A. Specialized experience, qualifications and technical competence of the organization, its principals, project manager and key staff;
- B. Ability of the organization to provide innovative solutions.
- C. Approach to the project and any unusual problems anticipated.
- D. The capacity and capability of the organization to perform the work within the time limitations.
- E. Past record and performance of the organization with respect to schedule compliance, cost control, and quality of work.
- F. Proximity of the organization to the City.
- G. Fees or fee structure as may be appropriate for the service to be provided.
- H. Availability of financial and operating resources as required to complete the work;
- I. M/WBE and/or DBE participation;
- J. Ability of the organization to meet statutory or ordinance requirements;
- K. Other relevant criteria as may be developed by the Department of Health (such as the scoring as set forth below) or developed by the Selection Committee with regards to future proposal requirements. One such relevant, though not determinative, consideration will be the organization’s commitment to the City of St. Louis.

The Department of Health reserves the right to interview, or call for a presentation from, any Respondent submitting a response. The Department of Health also reserves the right to discuss the proposals with any or all Respondents. The Department of Health may request additional submission of information during the negotiations of any contract.

Scoring

In evaluating applications, an Evaluation Committee will consider the non-exhaustive list of factors above. To aid in selection, all applications will undergo the following evaluation process. An assessment by an evaluation review committee will evaluate the proposal using the below point scores. The total points possible are 100. Interviews of proposed finalists may occur at the discretion of the City of St. Louis Department of Health. Upon recommendation of the Selection Committee, the City of St. Louis Department of Health reserves the right to interview one or more organizations submitting proposals, request additional information as the City of St. Louis Department of Health may deem necessary, and/or reject any or all proposals with or without cause.

Organization Description	20 Points
Project Team	20 Points
Project Implementation Plan	50 Points
<u>Budget</u>	10 Points
<hr/> Total	100 Points

The City of St. Louis Department of Health will consider funding awards only to those applicants determined to be qualified following review of the eligibility and completeness of each application received. The City of St. Louis Department of Health reserves the right to award less than the intended amount for this funding round if a sufficient number of qualified applicants cannot be identified.

X. Miscellaneous Terms and Conditions Applicable to RFP

A. Amendments

Respondents may submit amended applications before their application is reviewed. Such amended qualifications must be complete replacements for a previous submission and must be clearly identified as such in the transmittal email, containing a subject heading of “RFP – Medical Debt Forgiveness”. The Department of Health will not merge, collate, or assemble respondents’ materials.

B. Right to Withdraw Application

Respondents are permitted to withdraw their applications. Respondents must submit a written withdrawal request signed by the Respondent’s duly authorized representative(s) addressed to schmidc@stlouis-mo.gov , attached to an email, containing a subject heading of Revisions to this RFP.

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. All addenda will be issued on the City website. To access addenda, Respondents must locate the corresponding RFP located at the following address: <https://www.stlouis-mo.gov/government/procurement.cfm> .

There are no designated dates for release of addenda. Therefore, interested Respondents should check the City website on a daily basis from the time of the issuance of this RFP. It is the sole responsibility of Respondents to be knowledgeable of all addenda related to this RFP.

C. Contents of Applications

All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned.

All applications shall be considered public records, but may be deemed and treated as “closed” or “exempt” by the City, pursuant to the laws of the State of Missouri. All application materials may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, applications and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

D. Respondent’s Responsibility

Respondents assume sole responsibility for the complete effort required in this RFP. No special consideration shall be given after applications are opened because of a Respondent’s failure to be knowledgeable of all the requirements of this RFP. By applying to this RFP, Respondents represent that they are satisfied, based upon their own investigation, with all the requirements of this RFP.

XI. Standard Contract Terms

Any contract entered into pursuant to this RFP shall require the inclusion of the following, or substantially similar, terms. By applying to this RFP, Respondents agree to adhere to such terms:

A. Recordkeeping & Audits

Contractor shall provide the City monthly written programmatic updates in the manner prescribed by the City of St. Louis Director of Health, City of St. Louis Health Commissioner, or their designee(s). Contractor shall maintain adequate records to establish that the funds provided herein are expended on eligible costs. All records and documentation shall be made available to City, and/or authorized agents to the extent necessary to adequately permit evaluation and verification of Contractor's full compliance with any contract documents. In those situations where Contractor's records have been generated from computerized data or records, in addition to hard copy (reports), Contractor shall provide such information on disk or in a suitable alternative electronic format. Financial records, supporting documentation, statistical records, and all other records pertinent to any contract's activities shall be retained by Contractor for a period of at least five (5) years from the date of final payment under any contract and for any longer period, if any, required by local, state or federal agencies. Contractor shall maintain such records and accounts, including property, personnel and financial records, as are deemed necessary to assure a proper accounting of all contract funds. Upon request by the City or Agency, Contractor shall allow such entity to monitor the services provided by Contractor through site visits during normal business hours. Contractor shall make all records available for inspection by representatives of the City during normal business hours. In addition, Contractor agrees to the following:

- A. If any litigation, claim, or audit is started before the expiration of the five (5) year period, the relevant records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken;
- B. If Contractor is notified in writing by City to extend the retention period, Contractor shall extend the retention period as requested;
- C. Any records for equipment acquired with federal funds must be retained for five (5) years after final disposition of the equipment.

The City reserves the right to audit Contractor's accounts relating to any contract at any time. Any questioned costs that may arise as a result of any audit can only be resolved in one of the following ways:

- A. Introduction of the appropriate documentation;
- B. Resolution of the questioned cost by Contractor in a manner that is satisfactory to City;
- C. Repayment of questioned costs to the City.

B. Non-Discrimination Policy

Contractor agrees that neither he/she nor anyone under his/her control will permit discrimination against any business, employee, applicant, client or subscriber because of race, creed, color, disability, religion, sexual orientation, national ancestry or origin. Further, Contractor shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

C. Minority and Women's Business Enterprise Participation

Per Ordinance 70767, as amended and extended, the Rules and Regulations for Ordinance 70767, and the Revised Code of the City of St. Louis, Sections 3.110.020, 3.110.030, 3.110.040, and 3.110.090, the Contractor shall make a good-faith effort to maximize utilization of women and minority-owned businesses (W/MBE) in all of its activities under any contract and shall comply with any subsequent order, ordinances, or any City Rules and Regulations with respect to W/MBE participation.

D. Public Records Law

The Parties to any contract acknowledge that the City is a "public governmental body" under and subject to the State of Missouri's Sunshine Law (the "Act"), Revised Statute of Missouri § 610.010 et seq. The City will not give prior notice of receipt of a request under the Act for any record that has been provided to it by Contractor, nor of any record disclosed pursuant to the Act. Nothing in any awarded contract shall supersede, modify, or diminish in any respect whatsoever any of the City's rights, obligations, and exceptions under the Act, nor will the City be held liable for any disclosure of records, including information that City determines in its sole discretion is a public record subject to disclosure under the Act.

E. Living Wage

Contractor shall cause all labor performed under any contract that is subject to the provisions of the Living Wage requirements set forth in City Ordinance 65597, as codified in Chapter 3.99 of the Revised Code of the City of St. Louis, to comply with such Ordinance. Certain terms used in this section have the meanings set forth in that Ordinance. Ordinance 65597 requires a Living Wage for certain City contracts where the total value of the contract is \$50,000 or more in any twelve-month period. Contracts subject to the Living Wage and the Service Contract Minimum Prevailing Wage under Ordinance 62124 must pay a minimum wage that is the greater of the two. The latest calculation of the Living Wage under this Ordinance is set forth in the St. Louis Airport Authority's Annual Living Wage Adjustment Bulletin, which is attached hereto and incorporated herein. See Appendix 2. Contractor shall cause any service subcontract, if allowed by the City to require the subcontractor to abide by the terms of Ordinance Number 65597 and to pay and provide to all service employees the amounts required by said Ordinance.

Respondents shall submit with their application the Living Wage Acknowledgment and Acceptance Declaration, attached as Appendix 3.

F. Service Contract Prevailing Wage

For all positions listed on the Secretary of Labor's wage and fringe benefits determination, located at <https://sam.gov/wage-determination/2015-5075/25> and as amended from time to time, Contractor will provide the minimum prevailing wage and the minimum prevailing fringe benefits on such posting and abide by the terms of Ordinance No. 62124, codified at Chapter 6.20 of the Revised Code of the City of St. Louis (2020). If Contractor subcontracts any services for which

Contractor is obligated under any contract, Contractor shall provide in any service subcontract (1) provisions specifying the minimum prevailing wage and the minimum prevailing fringe benefits to be paid to the subcontractor's service employees and (2) a representation by the subcontractor to abide by the terms of this chapter and to pay and provide to all service employees said minimum prevailing wage and minimum prevailing fringe benefits as noted in the service subcontract.

G. Unauthorized Aliens Affidavit

Contractor shall, pursuant to the provisions of Section 285.525 through 285.555 of the Revised Statutes of Missouri, as amended, by sworn affidavit (attached herein as Appendix 4 for Respondents' reference) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with any contract, and affirm that it does not knowingly employ any person who is an unauthorized alien in connection with any contract pursuant to the above-stated Statutes.

H. Independent Contractor

Contractor is, and at all time hereunder, shall be and remain an independent contractor, and nothing herein shall be interpreted to mean that Contractor or any of its employees or agents is an employee or agent of the City of St. Louis.

I. Indemnification

Contractor will protect, defend, and hold the City, and its Board of Aldermen, and its officers, employees, and agents completely harmless from and against all liabilities, losses, suits, claims, judgments, and fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to any contract and the use or occupancy of the City's premises and the acts or omissions of Contractor's officers, agents, employees, consultants, subcontractors, licensees, invitees, or independent consultants regardless of where the injury, death, or damage may occur, unless and to the extent such injury, death or damage is caused by the negligence of the City. The Contractor will also use counsel reasonably acceptable to the City Counselor of the City, or his/her designee, in carrying out its obligations under any contract. No alderman, director, commissioner, board member, officer, employee or other agent of the City of St. Louis shall be personally liable under or in connection with any contract. The Provisions of this section survive the expiration or early termination of any contract.

J. Insurance

Contractor shall procure and maintain, at Contractor's expense, the following insurance coverage for the period of any contract:

- a. General Liability Coverage insuring property damage and injury to persons of at least \$1,000,000.00 each occurrence/\$3,260,000.00 general aggregate;

- b. Automobile/Motor Vehicle Coverage (including non-owned and hired vehicle coverage) of at least \$500,000 personal injury and \$500,000 property damage; or of at least \$1,000,000 combined limit, if applicable;
- c. Worker's Compensation Insurance as required by the State of Missouri;

These amounts included above shall not be construed to limit the liability of the Contractor.

Certificates of Insurance (ACORD Form) evidencing the policy dates and policy coverages of such insurance must be provided to the City of St. Louis prior to execution of any Contract. Insurance policies provided shall name "The City of St. Louis" as an Additional Insured to the policy and all policy coverage shall be primary and non-contributory.

Contractor's insurance provider shall be authorized to transact business in the State of Missouri and registered with the Missouri Department of Insurance - Financial Institutions & Professional Registration. In addition, the Insurance company must have a financial strength rating of "A-" or better and a financial class size IV or greater as indicated in A.M. Best's Key Rating Guide (<http://www.ambest.com/home/default.aspx>).

Such liability insurance coverage must also extend to damage, destruction and injury to City owned or leased property and City personnel, and caused by or resulting from work, acts, operations, or omissions of Contractor, its officers, agents, employees, consultants, subcontractors, licensees, invitees, representatives, and independent consultants and, contractual liability insurance sufficient

K. Subject to Appropriation of Funds

Notwithstanding any other provision to the contrary herein contained, the City of St. Louis reserves the right to not appropriate funds to make any payments required hereunder in any fiscal period or to re-appropriate existing funding. In the event funds are not appropriated by the City of St. Louis for the purpose of making payment as required herein or funds are re-appropriated for another purpose, any contract shall terminate as of the last day of the fiscal period for which appropriations were made, without penalty or expense to the City whatsoever, except as to the extent portions of the funds previously appropriated are otherwise available. The City will immediately notify Contractor of any such re-appropriation. Non-appropriation or re-appropriation shall not constitute a default hereunder.

L. Prohibition on Limitation of Liability Clauses

Any clause in any contract interpreted to limit Contractor's liability shall not be enforced to the extent that it acts as a limitation of Contractor's liability. Limitations of liability include, but shall not be limited to:

1. Limitations, exclusions, or disclaimers of the City's right to bring a breach of warranty or breach of contract claim under any contract;
2. Limitations, exclusions, or disclaimers of exemplary, special, or consequential damages resulting from, relating to, or arising out of a breach of warranty or breach of contract claim under any contract;

3. Limitations, exclusions, or disclaimers on the City's right to bring suit for losses, damages, injuries, costs, or expenses.

M. Termination

Any contract may be terminated by the City for convenience and without cause upon thirty (30) calendar days written notice delivered to Contractor, in which event Contractor shall be paid for all work performed up until the date of termination.

Any contract may be terminated by either party for cause upon ten (10) calendar days written notice delivered to the other should the other party fail substantially to perform in accordance with any contract's material terms. The non-performing party may use this ten (10) day notice period as an opportunity to cure any failure to substantially perform. If Contractor fails to cure it shall indemnify the City against any loss caused by its failure to perform and abandonment of any contract.

N. City Data Offshore Use and Storage

If during the term of any contract, Contractor or subcontractor has certified that City data will be used and stored on servers in the United States and proceeds to shift City data or use thereof outside of the United States, Contractor shall be deemed in breach of contract, unless the City of St. Louis Department of Health shall first have determined in writing that extraordinary circumstances require the shift of the City's data use or storage or that a failure to shift the City's data use or storage would result in economic hardship to the City.

If during the term of any contract, City data is received or modified by Contractor's or subcontractor's offshore workers or servers, such offshore receipt or modification of City data will be deemed a breach of contract.

Each vendor submitting a bid to the City shall be required to provide certification of the location where City data will be used and, if applicable, the location of the server or servers on which City data will be stored, and whether the vendor contemplates a necessary use or storage of City data offshore.

The City shall not award a contract to a vendor who contemplates using or storing City data (or having a subcontractor use or store City data) pursuant to the contract at a site outside the United States, or does not provide disclosures as required above, unless one of the following conditions is met:

1. The vendor or its subcontractor provides a unique good or service; the particular good or service is deemed mandatory for the purposes of the purchasing agency; and no comparable domestically-provided good or service can adequately duplicate the unique features of the good or service provided by the vendor or its subcontractor; or
2. A significant and substantial economic cost factor exists that outweighs the economic impact of ensuring use or storage of City data within the United States, such that a failure

to use the vendor or subcontractor's services would result in economic hardship to the City; or

3. The vendor or its subcontractor maintains a significant business presence in the United States and only performs a trivial portion of work under the contract outside of the United States.

O. Prohibition of Clickwraps and End User License Agreements

The Parties shall not be bound by any digitally-mediated clickwrap or end user license agreement (EULA) that relates directly or indirectly to the work or transaction contemplated by any contract. Any such EULA accepted by any City employee that relates directly or indirectly to the work or transaction contemplated by any contract shall be non-binding on the Parties to any contract.

P. Earnings Tax Requirements

Every contract for services executed on behalf of the City shall require certification from the Collector of Revenue dated not more than thirty (30) working days prior to the execution of the contract stating that the contractor has paid all City earnings taxes due as of the date of the certification and has filed all returns of earnings tax and payroll expense tax required to be filed as of the date of the certification and from the License Collector that the contractor has a current business license, if applicable. Any contract for services executed without such certifications shall be void and of no force or effect.

Every contract for services executed on behalf of the City shall reflect a deduction of the earnings tax at the rate of one per cent on the amount of each payment, subject to subsequent adjustment or refund when the subject earnings tax return is filed.

XII. Governing Law and Venue

This RFP, and any contract with Respondents that may result, shall be governed by the laws of the State of Missouri and the City of St. Louis, and venue for any dispute regarding this RFP or any subsequent contract shall be in the Circuit Court of the Twenty-Second Circuit, Missouri.

Appendix 1

APPLICANT INFORMATION																				
1) LEGAL NAME:																				
2) MAILING Address Information (include mailing address, street, city, county, state and zip code):	Check if address change	<input type="checkbox"/>																		
3) PAYEE Mailing Address (if different from above):	Check if address change	<input type="checkbox"/>																		
4) Federal Tax ID No.:	UEI:																			
5) TYPE OF ENTITY (check all that apply): <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> City</td> <td><input type="checkbox"/> Nonprofit Organization*</td> <td><input type="checkbox"/> Individual</td> </tr> <tr> <td><input type="checkbox"/> County</td> <td><input type="checkbox"/> For Profit Organization*</td> <td><input type="checkbox"/> FQHC</td> </tr> <tr> <td><input type="checkbox"/> Other Political Subdivision</td> <td><input type="checkbox"/> Community-Based Organization</td> <td><input type="checkbox"/> State Controlled Institution of Higher Learning</td> </tr> <tr> <td><input type="checkbox"/> State Agency</td> <td><input type="checkbox"/> Minority Organization</td> <td><input type="checkbox"/> Hospital</td> </tr> <tr> <td><input type="checkbox"/> Indian Tribe</td> <td></td> <td><input type="checkbox"/> Private</td> </tr> <tr> <td><input type="checkbox"/> College or University</td> <td></td> <td><input type="checkbox"/> Other (specify): _____</td> </tr> </table> <p><i>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</i></p>			<input type="checkbox"/> City	<input type="checkbox"/> Nonprofit Organization*	<input type="checkbox"/> Individual	<input type="checkbox"/> County	<input type="checkbox"/> For Profit Organization*	<input type="checkbox"/> FQHC	<input type="checkbox"/> Other Political Subdivision	<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> State Controlled Institution of Higher Learning	<input type="checkbox"/> State Agency	<input type="checkbox"/> Minority Organization	<input type="checkbox"/> Hospital	<input type="checkbox"/> Indian Tribe		<input type="checkbox"/> Private	<input type="checkbox"/> College or University		<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> City	<input type="checkbox"/> Nonprofit Organization*	<input type="checkbox"/> Individual																		
<input type="checkbox"/> County	<input type="checkbox"/> For Profit Organization*	<input type="checkbox"/> FQHC																		
<input type="checkbox"/> Other Political Subdivision	<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> State Controlled Institution of Higher Learning																		
<input type="checkbox"/> State Agency	<input type="checkbox"/> Minority Organization	<input type="checkbox"/> Hospital																		
<input type="checkbox"/> Indian Tribe		<input type="checkbox"/> Private																		
<input type="checkbox"/> College or University		<input type="checkbox"/> Other (specify): _____																		
6) PROPOSED BUDGET PERIOD:	Start Date:	End Date:																		
7) COUNTIES SERVED BY PROJECT:																				
8) AMOUNT OF FUNDING REQUESTED:	10) PROJECT CONTACT PERSON																			
9) PROJECTED EXPENDITURES Does applicant's projected state or federal expenditures exceed \$500,000 for applicant's current fiscal year (excluding amount requested in line 8 above)? ** Yes <input type="checkbox"/> No <input type="checkbox"/> <i>**Projected expenditures should include funding for all activities including "pass through" federal funds from all state agencies and non-project related funds.</i>	Name: Phone: Fax: E-mail:																			
	11) FINANCIAL OFFICER Name: Phone: Fax: E-mail:																			
The facts affirmed by me in this application are truthful and I understand that the truthfulness of the facts affirmed herein are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the applicant and I (the person signing below) am authorized to represent the applicant.																				
12) AUTHORIZED REPRESENTATIVE Name: Title: Phone: Fax: E-mail:	Check if change <input type="checkbox"/>	13) SIGNATURE OF AUTHORIZED REPRESENTATIVE																		
		14) DATE																		

Appendix 2

ST. LOUIS LIVING WAGE ORDINANCE
LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2024

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$16.14** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$21.12** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) The prevailing fringe benefits rate, as required under Ordinance and defined by section 6.20.010 of the Revised Code of the City of St. Louis, is **\$4.98** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2024**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <https://www.flystl.com/civil-rights/business/business-diversity-development-1/living-wage> or obtained from:

City Compliance Official
c/o St. Louis Airport Authority
St. Louis, MO 63145
(314) 426-8111



CITY OF ST. LOUIS LIVING WAGE ORDINANCE

NOTICE TO EMPLOYEES

St. Louis Living Wage Rates Effective April 1, 2024

This employer is a contractor with the City of St. Louis. This contract is subject to the Living Wage Ordinance (LWO) Number 65597 established by the Board of Aldermen. If you are an employee performing any service under this contract, you must be paid a “Living Wage.”

THESE ARE YOUR RIGHTS...

Living wage

If you are an employee performing services under a City contract, you must be paid not less than the living wage rate of **\$16.14** per hour plus at least **\$4.98** per hour for health benefits or **\$21.12** per hour without health benefits.

Retaliation

You cannot be transferred, demoted or terminated for reporting violations of the Living Wage Program. All acts of retaliation can be reported to the Office of Certification and Compliance by calling the Living Wage Hotline.

You may Report Living Wage Violations to:

LIVING WAGE HOTLINE: (314) 890-1809

ST. LOUIS CITY LIVING WAGE COMPLIANCE: (314) 426-8111

Appendix 3

The City has a Living Wage Ordinance (Ordinance No. 65597, codified at Chapter 3.99 of the Revised City Code of St. Louis (2020)) and associated Regulations. If applicable, Respondent must agree to comply with the following measures:

1. **Minimum Compensation:** Respondent hereby agrees to pay an initial hourly wage to each employee performing services related to any contract entered into pursuant to this RFP in an amount no less than the amount stated on the Living Wage Bulletin attached hereto as Appendix 2. The initial rate shall be adjusted each year no later than April 1, and Respondent hereby agrees to adjust the initial hourly rate to the adjusted rate specified in the Bulletin at the time the Bulletin is issued and posted. For the latest Bulletin and more information on the living wage, go to: <https://www.flystl.com/civil-rights/business/business-diversity-development-1/living-wage>
2. **Notification:** Respondent agrees to provide the Living Wage Bulletin to all employees, together with a Notice of Coverage, in English, Spanish, and other languages spoken by a significant number of the Respondent's employees, and within thirty (30) days of contract execution for existing employees, and within thirty (30) days of employment for new employees.
3. **Posting:** Respondent agrees to post the Living Wage Bulletin, together with a "Notice of Coverage" in English, Spanish, and other languages spoken by a significant number of the Respondent's employees, in a prominent place in a communal area of each worksite covered by any contract entered into pursuant to this RFP.
4. **Subcontractors-Service Contracts:** Respondent agrees to require subcontractors to comply with the requirements of the Living Wage Regulations, and hereby agrees to be responsible for the compliance of such subcontractors. Respondent shall include Living Wage Compliance Provisions in any contract with such subcontractors.
5. **Term of Compliance – Service Contracts:** Respondent agrees to comply with these Living Wage Compliance Provisions for as long as work related to any contract entered into pursuant to this RFP is being performed by Respondent's employees, and to submit the reports in the form of the document located at <https://www.flystl.com/uploads/documents/living-wage/Annual-Report-Form-For-Current-Contractors.pdf> for each calendar year or portion thereof during which such work is performed.
6. **Reporting:** Respondent shall provide the Annual Reports and attachments required by the Ordinance and the Regulations.
7. **Penalties:** Respondent acknowledges and agrees that failure to comply with any provision of the Ordinance and/or providing false information may result in the imposition of penalties specified in the Ordinance, which penalties may include, without limitation, per order of the City Compliance Official, the following:
 - i. Suspension and/or termination of the contract, subcontract, lease, concession agreement, or financial assistance agreement by the City;
 - ii. Forfeiture and repayment of any or all of the financial assistance awarded by the City of St. Louis;
 - iii. Barring the Contractor from eligibility for future City contracts and/or financial assistance until all ordered relief has been made or paid in full;
 - iv. Liquidated damages payable to the City of St. Louis in the amount of \$500 for each week, or part thereof, that an employee has not been provided wages and benefits in accordance with the Living Wage Ordinance. Each weekly violation shall constitute a separate violation of the Ordinance and must be demonstrated separately.

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE DECLARATION

(To be completed by each respondent to a bid/application solicitation when that solicitation has included Living Wage Advertisement/Solicitation Language.)

RESPONDENT NAME: _____

RFP TITLE: _____

DATE: _____ **PREPARED BY:** _____

PREPARER'S TELEPHONE NUMBER: _____

PREPARER'S E-MAIL ADDRESS: _____

PREPARER'S CELL PHONE NUMBER: _____

PREPARER'S ADDRESS AND ZIP CODE: _____

As the authorized representative of the above-referenced Respondent, I hereby acknowledge that the Respondent understands that any contract or subaward that will be executed with a successful Respondent pursuant to this RFP may be subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The Respondent hereby agrees to comply with the Ordinance and the associated Regulations, as applicable, if awarded a contract or subaward pursuant to this solicitation. I am authorized to make the above representations on behalf of the Respondent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Appendix 4

STATE OF _____)
)SS.
COUNTY OF _____)

UNAUTHORIZED ALIEN EMPLOYEE AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____ (Name)
who, by me being duly sworn, deposed as follows:

My name is _____ (Name), I am of sound mind, capable of making
this Affidavit, and personally acquainted with the facts herein state:

I am the _____ (Position/Title) of _____ (Contractor),
and I have the legal authority to make the following assertions:

1. _____ (Contractor) is currently enrolled in and actively participates in
a federal work authorization program with respect to the employees working in connection
with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the
Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000,
as amended, _____ (Contractor) does not knowingly employ any
person who is an unauthorized alien in connection with this Agreement.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this
_____ day of _____, 20____.

Notary Public

My Commission Expires:

Appendix 5

**SUPPLEMENT OF REQUIRED CONTRACT PROVISIONS
PURSUANT TO THE AMERICAN RESCUE PLAN ACT**

The City of St. Louis, Missouri (the “City”) is the recipient of American Rescue Plan Act (“ARPA”) funds from the United States Department of the Treasury (the “U.S. Treasury”). In consideration for receiving ARPA funds as a Subrecipient or Contractor (hereinafter referred to as “Contractor”) for eligible expenses under ARPA, the Contractor shall comply with the following required supplementary terms and conditions to the Agreement (the “Supplementary Conditions”).

The Contractor shall attach these Supplementary Conditions to all subcontracts and shall require that all subcontractors attach these Supplementary Conditions to their sub-subcontracts at all levels. When these Supplementary Conditions are attached to any lower tier contract (e.g., a contract between Contractor (as defined above) and any subcontractor, or between Contractor’s direct or indirect subcontractors), references herein to “City” shall be deemed to refer to the party seeking products and/or services, and references to “Contractor” shall be deemed to refer to the party providing products and/or services, and references to the “Agreement” or “agreement” or “Contract” or “contract” shall be deemed to refer to the agreement between such subcontracting parties.

Notwithstanding anything to the contrary in the Agreement, except as expressly provided under the terms of these Supplementary Conditions, the terms of these Supplementary Conditions shall be deemed to control in the event of a conflict with other provisions contained in the Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of these Supplementary Conditions.

-
-
1. **DEADLINE TO OBLIGATE FUNDS.** Under the State and Local Fiscal Recovery Fund (“SLFRF”) Final Rule, SLFRF funds received by the City may be used to cover eligible costs incurred on or before December 31, 2024; otherwise, such funds are subject to return to the U.S. Treasury as part of the closeout process pursuant to 2 C.F.R. 200.344(d). Notwithstanding any agreement by the City to pass through funding to the Contractor, the City shall be responsible to the Contractor only for funds that are obligated by the Contractor (e.g., to employee salaries, to subcontractors, or by distribution to a beneficiary) by December 31, 2024. To the extent the City transfers SLFRF funds to the Contractor and such funds are subject to return to the U.S. Treasury for failure to satisfy such obligation deadline, Contractor shall return such amount to the City immediately upon written demand by the City and the amount to be returned to the U.S. Treasury shall constitute a debt of the Contractor to the City until paid.

 2. **DEADLINE TO EXPEND FUNDS.** In no event may SLFRF Funds be used for expenditures made after December 31, 2026. To the extent the City transfers SLFRF funds to the Contractor and such funds are subject to return to the U.S. Treasury for failure to satisfy such expenditure deadline, Contractor shall return such amount to the City immediately upon written demand by the City and the amount to be returned to the U.S. Treasury shall constitute a debt of the Contractor to the City until paid.

3. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED.** Each and every provision of law and clause required by law to be inserted in the Agreement and/or these Supplementary Conditions, including, but not limited to all federal laws, regulations, executive orders, policies, procedures, and directives applicable to the receipt of ARPA funds, shall be deemed to be inserted herein and the Agreement and Supplementary Conditions shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the decision of the City such provision shall forthwith be inserted and written notice provided to Contractor.
4. **STATUTORY AND REGULATORY COMPLIANCE.** Contractor shall comply with all laws and regulations applicable to the ARPA funds, including but not limited to the applicable Office of Management and Budget Circulars and 2 CFR 200 *et seq.* (the “Uniform Guidance”). The Contractor, and, if applicable, subcontractors, shall only use ARPA funds for eligible ARPA activities as described under subsection (c)(1) of Section 603 of Title VI of the Social Security Act, as added by Section 9901 of ARPA, Section 35(b) of the ARPA Interim Final Rule (and final rule when effective), and all other applicable laws and regulations governing the use of ARPA funds. The Contractor shall be responsible for any disallowances, questioned costs, or other items, including interest, not allowed under ARPA funding. The Contractor shall return to the City any funds disallowed within ninety days of notification by the City to return such funds.
5. **BREACH OF CONTRACT TERMS.** The City reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of the Agreement, in instances where the Contractor or any of its subcontractors violate or breach any Agreement term. If the Contractor or any of its subcontractors violate or breach any Agreement term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by these Supplementary Conditions and the Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
6. **PUBLICATIONS.** Any publications produced with funds from the federal award must display the following language: “This project is supported in whole or in part by federal award number 21.027 awarded to the City of St. Louis by the U.S. Department of the Treasury.”
7. **ADMINISTRATIVE, COST, AUDIT AND PROGRAM REQUIREMENTS.** The Contractor must comply with the most recent version (unless a specific version is noted) of the Administrative Requirements, Cost Principles, and Audit requirements, and to the extent necessary cooperate and maintain information and documentation to allow City to comply with the applicable regulations governing use of the ARPA funds, including, but not limited to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards. Failure to do so may result in disallowance of costs upon audit.
8. **RECORDS AND REPORTING REQUIREMENTS.** The Contractor shall establish and maintain complete records, including accurate books, records, documents, accounts, financial records, supporting documents, statistical records, and all other evidence and records pertinent to performance of work done for the City under the Agreement (the “Records”) consistent with generally accepted bookkeeping practices. Contractor shall retain the Records in accordance with Section 15 below. The City and any person or entity authorized to conduct an examination shall have access to the Records during normal business hours at an office of the Contractor within the City or, if no such office is available, at a mutually agreeable and reasonable venue within the City, for the term specified above for the purposes of inspection, auditing and copying. The

Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the City. The Contractor shall cooperate with all City efforts to comply with ARPA related requirements and regulations pertaining to recordkeeping and reporting.

9. SAM. Contractor will comply with the regulations relating to Universal Identifier and System for Award Management according to 2 CFR Part 25 and Appendix A thereto. Contractor must:
 - a. Be registered in the SAM prior to submission of an application or plan;
 - b. Maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency; and
 - c. Provide its unique entity identifier in each application or plan it submits to the Federal awarding agency.
 - d. Review and update its information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete.

10. DEBARMENT AND SUSPENSION. The Agreement is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such the Contractor is required to verify that the Contractor and none of its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The Contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction (e.g., subcontract) it enters into. This certification is a material representation of fact relied upon by the City. If it is later determined that the Contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C throughout the period of the Agreement. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

11. CONFLICTS OF INTEREST. The Contractor shall notify the City in writing as soon as possible if the Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Contractor shall explain the actual or potential conflict in writing in sufficient detail so that the City is able to assess such actual or potential conflict. The Contractor shall provide the City any additional information necessary for the City to fully assess and address such actual or potential conflict of interest. The Contractor shall accept any reasonable conflict mitigation strategy employed by the City, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict. If requested by the City, Contractor shall sign a certification affirming that it has no conflict of interest arising from performance of work on a specific task.

12. SUBCONTRACTING/ASSIGNABILITY. The Contractor shall not subcontract nor assign any interest in the Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the City.

13. PROCUREMENT. The Contractor shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.318-326. These requirements generally require an open and

competitive process for subcontractors, with limited and specific exceptions. The Contractor must maintain records sufficient to detail the history of procurement and provide such records to the City. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

14. LOBBYING (Applicable to Agreements exceeding \$100,000). The Contractor certifies, to the best of its knowledge and belief, that:
- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

15. AUDIT / ACCESS TO RECORDS. The City, U.S. Treasury, the Comptroller General of the United States, the Government Accountability Office, the Pandemic Relief Accountability Committee, the Office of the Comptroller of the City, and any other authorized oversight agencies, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Contractor which are directly pertinent to the Agreement, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions. Such audits may include review of the Contractor's accounting, financial, and reporting practices to determine compliance with the Agreement and reporting requirements; maintenance of accurate and reliable original accounting records in accordance with governmental accounting standards as well as generally accepted accounting principles; and specific compliance with allowable cost and expenditure documentation standards prescribed by applicable federal, State, and City guidelines. The Contractor agrees to provide the above referenced entities or their authorized representatives access to construction or other work sites pertaining to the work being completed under the Agreement. The foregoing is not intended to limit the City's right to audit and/or access Contractor records that may be provided under the Agreement.

16. MAINTENANCE/RETENTION OF RECORDS. Contractor shall retain all financial records,

supporting documents, statistical records, and all other records pertinent to the Agreement (collectively, the "Records") (i) for five (5) years after all funds have been expended or returned to the U.S. Treasury, or (ii) for the minimum retention period that may be provided under the Agreement, whichever is longer.

17. CITY SEAL, LOGO, AND FLAGS. The Contractor shall not use the City seal(s), logos, crests, or reproductions of flags or likenesses of City agency officials without specific City pre-approval.
18. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to the Agreement. False statements or misrepresentations in a proposal to obtain federal funds automatically will disqualify an applicant. If false statements or misrepresentations are discovered after such funds are awarded, the funds and contract will be in default and the City may declare all or any part of the funds paid out immediately due and repayable and the Agreement voidable at the discretion of the City.
19. SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS. The Contractor will comply with the small and minority firms, women's business enterprise, and labor surplus area requirements as set forth at 2 C.F.R. Part 200.
20. NONDISCRIMINATION. The Contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. § 2000d et seq.) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
 - b. Equal Pay Act of 1963 (P.L. 88-38, as amended, 29 U.S.C. § 206(d));
 - c. Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
 - d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12101 et seq.) as implemented by all applicable regulations;
 - e. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
 - f. Equal Employment Opportunity-E.O. 11246, as amended; and
 - g. Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Compliance Requirements.
21. TITLES VI AND VIII OF THE CIVIL RIGHTS ACT OF 1964 AND EXECUTIVE ORDER 11063. The Contractor shall comply with the provisions of Titles VI and VIII of the Civil Rights Act of 1964 and with Executive Order 11063. No person shall, on the grounds of race, color,

religion, sex, or national origin (including limited English proficiency), disability, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. No person shall, on the grounds of race, color, religion, sex, or national origin, be discriminated against in the sale, rental, or financing of dwellings. To the extent that any such sale, lease or other transfer of land shall occur, Contractor, in undertaking its obligation to carry out the program assisted hereunder, will not itself so discriminate. Contractor shall provide data as requested by the City to demonstrate compliance with these requirements.

22. SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990. The Contractor shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and any applicable regulations, and with the Americans with Disabilities Act of 1990 (42 U.S.C. § 126), as amended, and any applicable regulations. The Contractor agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance.
23. AGE DISCRIMINATION ACT OF 1975. The Contractor shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.
24. SECTION 503 OF THE REHABILITATION ACT OF 1973 (Applicable to contracts exceeding \$10,000). The Contractor shall comply with section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.
25. CONTRACTOR'S CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE. The Pro-Children Act of 1994, (Public Law 103-227, 20 U.S.C. §§ 6081-6084), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The Pro-Children Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The Pro-Children Act does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the Pro-Children Act may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
 - a. The Contractor certifies that it will comply with the requirements of the Pro-Children Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Pro-Children Act.
 - b. The Contractor agrees that it will require that the language of this certification be included in any subcontract or subaward that contains provisions for children's services and that all subrecipients shall certify accordingly. Failure to comply with the provisions of the Pro-Children Act law may result in the imposition of a civil monetary penalty of up to \$1,000

per day

26. **DRUG FREE WORKPLACE.** The Contractor certifies it shall provide a drug-free workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. Chapter 81, and all applicable regulations. The Contractor is required to report any conviction of employees providing services under this Agreement under a criminal drug statute for violations occurring on the Contractor's premises or off the Contractor's premises while conducting official business. The Contractor shall report any conviction to the Department within five (5) working days after the conviction. Submit reports to: City Counselor's Office, Attn: Deputy City Counselor for Transactions, City Hall Room 314, 1200 Market Street, St. Louis, MO 63103.
27. **RELOCATION ASSISTANCE.** The Contractor will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
28. **CONTRACTOR'S CERTIFICATION REGARDING EMPLOYEE WHISTLEBLOWER PROTECTIONS.** The Contractor shall comply with the provisions of 41 U.S.C. 4712 that states an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing". In addition,
- a. Whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment;
 - b. the Contractor's employees are encouraged to report fraud, waste, and abuse. The Contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce; and
 - c. The Contractor shall include this requirement in any agreement made with a subcontractor or subgrantee.
29. **ENVIRONMENTAL LAWS.** The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). The Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. In the performance of this agreement, Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired: 1. competitively within a timeframe providing for compliance with this agreement's performance schedule; 2. meeting this agreement's performance requirements; or 3. at a reasonable price. Information about this requirement, along with the list of EPA-designated items, is available

at EPA's Comprehensive Procurement Guidelines webpage: <http://www.epa.gov/smm/comprehensive-procurementguideline-cpg-program>. Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

30. **LABOR STANDARDS.** Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
31. **LEAD-BASED PAINT.** Contractor will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
32. **POLITICAL ACTIVITY (HATCH ACT).** The Contractor will comply with the provisions of the Hatch Act (3 USC Sections 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
33. **DOMESTIC PREFERENCE FOR PROCUREMENTS.** Pursuant to 2 C.F.R. § 200.322, as appropriate and to the extent consistent with law, Contractor should, to the greatest extent practicable under this Agreement, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes of this provision: 1. "produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. 2. "manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
34. **HUMAN TRAFFICKING.** The Contractor assures that it and its subcontractors shall comply with EO 13333, (March 16, 2004), Amending Executive Order 13257, to implement the Trafficking Victims Protection Reauthorization Act of 2003. The Annual Agreement may be terminated without penalty, if the grantee or any subgrantee, or the contractor or subcontractor engages in: "(i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect; (iii) the use of forced labor in the performance of the grant, contract, or cooperative agreement; or (iv) acts that directly support or advance trafficking in persons." (22 U.S.C. § 7104(g)).
35. **SEAT BELT USE.** Pursuant to EO 13043 (April 16, 1997), Increasing Seat Belt Use in the United States, the Contractor and its subcontractor are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.
36. **TEXT MESSAGING.** Pursuant to EO 13513 (October 1, 2009), Federal Leadership on Reducing Text Messaging While Driving, recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
37. **PRE-AWARD COSTS.** Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with

funding from this award.

38. **DISCLAIMER.** The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.
39. **DEBTS OWED TO THE FEDERAL GOVERNMENT:** Any funds paid to Contractor (1) in excess of the amount to which Contractor is finally determined to be authorized to retain under the terms of this Agreement; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to sections 602(e) and 603(b)(2)(D) of the Act and have not been repaid by Contractor shall constitute a debt owed to the federal government and a debt to the City. Debts owed by Contractor to the City must be paid promptly by Contractor. A debt owed the City by Contractor under this agreement is delinquent if it has not been paid by the date specified in the City's initial demand for payment, unless other satisfactory arrangements have been made or if Contractor knowingly or improperly retains funds that are a debt as defined in this paragraph. The rights of the City as expressed in this paragraph are in addition to, and do not imply the exclusion of, any other rights the City may have under applicable law to collect a debt.
40. **RESEARCH/INVENTIONS.** If the State or Contractor wishes to enter into a contract or subcontract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under the State's award of ARPA funds or this agreement, the State and/or Contractor must comply with the requirements of 37 C.F.R. Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
41. **COVERED TELECOMMUNICATIONS EQUIPMENT.** Pursuant to Pub. L. No. 115-232, H.R. 5515 (115th Congress, 2018), and 2 C.F.R. § 200.216, funds provided by this agreement shall not be obligated or expended to: 1. Procure or obtain; 2. Extend or renew a contract to procure or obtain; or 3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. For purposes of this prohibition, "covered telecommunications equipment or services" has the meaning as set forth at Sec. 889(f)(3) of Pub. L. No. 115-232. See also 2 C.F.R. § 200.216.
42. **TITLE VI ASSURANCES.** By entering into this agreement, Contractor ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal funds, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by Treasury Title VI regulations at 31 C.F.R. Part 22 and other pertinent executive orders such as federal Executive Order 13166; directives; circulars; policies; memoranda and/or guidance documents. Contractor acknowledges that federal Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English Proficiency ("LEP"). Contractor understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of

the Civil Rights Act of 1964 and Treasury's implementing regulations. Accordingly, Contractor shall initiate reasonable steps, or comply with Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Contractor understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in Contractor's programs, services, and activities. Contractor agrees to consider the need for language services for LEP persons during development of applicable budgets and when conducting programs, services, and activities. As a resource, Treasury has published its LEP guidance at 70 FR 6067. For more information on LEP, please visit <http://www.lep.gov>.

Contractor acknowledges and agrees that compliance with this assurance constitutes a condition of continued receipt of federal financial assistance and is binding upon Contractor and Contractor's successors, transferees, and assignees for the period in which such assistance is provided.

Contractor shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 C.F.R. Part 22, which are herein incorporated by reference and made a part of this agreement. Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations 31 C.F.R. Part 22, and herein incorporated by reference and made a part of this agreement.

Contractor shall cooperate in any enforcement or compliance review activities by Treasury or the State of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. That is, Contractor shall comply with information requests, on-site compliance review, and reporting requirements.

Contractor shall maintain and provide to applicants, beneficiaries, their representatives, or any other party requesting the same, information on how to file a Title VI complaint of discrimination with the State of Missouri.

Contractor shall provide to the City documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other agreements between Contractor and the administrative agency that makes any such finding. If Contractor settles a case or matter alleging such discrimination, Contractor must provide to the State documentation of the settlement. If Contractor has not been the subject of any court or administrative agency finding of discrimination, Contractor shall so state.

The United States of America has the right to seek judicial enforcement of the terms of this assurances section and nothing in this section alters or limits the federal enforcement measures that the United States may take in order to address violations of this section or applicable federal law.



Appendix 6: CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER [NAME]	CONTACT NAME:	
	PHONE (A.C. No. Ext):	FAX (A.C. No.):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: [REQUIRED]	[REQD]
	INSURER B:	
INSURED [NAME]	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD L INSD	SUB R WVD	POLICY NUMBER	POLICY EFF MM/DD/YYYY	POLICY EXP MM/DD/YYYY	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES POLICY <input type="checkbox"/> OBJECT <input type="checkbox"/> LOC OTHER: <input checked="" type="checkbox"/>	X					EACH OCCURRENCE \$ [1,000,000] DAMAGE TO RENTED PREMISES (Each occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ [3,260,000] PRODUCTS - COMP/OP AGG \$
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Each accident) \$ [1,000,000] BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
City of St. Louis 1200 Market St. Saint Louis, MO 63103	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:

Appendix 7

City of St. Louis Programmatic Risk Assessment Risk Assessment Questionnaire (RAQ)

The City of St. Louis Department of Health receives funds directly from Federal agencies and from pass-through agencies such as the Missouri Department of Health and Senior Services. The City of St. Louis Department of Health may enter into subrecipient agreements to pass these funds to agencies like yours in the St. Louis community. In accordance with the Code of Federal Regulations (CFR) Uniform Administrative Requirements codified in 2 CFR 200 (or 45 CFR 75, applicable awards from the U.S. Department of Health and Human Services) the City of St. Louis Department of Health is required to manage and monitor its subrecipients to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. To comply with the federal risk assessment requirements in 2 CFR 200.332 (or 45 CFR 75.352, as applicable) the City of St. Louis Department of Health must review the programmatic risks posed by all subrecipient agencies. This risk assessment includes such factors as:

- The subrecipient's prior experience with the same or similar subawards;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (*e.g.*, if the subrecipient also receives Federal awards directly from a Federal awarding agency).

The City of St. Louis utilizes this questionnaire to comply with federal requirements.

Organization Name:	
Program Associated with this RAQ:	
Individual Completing this RAQ:	
Contact Information for Person Completing this RAQ (Phone and Email):	
ORGANIZATIONAL INFORMATION:	Please provide brief responses below.

Mission Statement:	
Brief Description of Organization and Previous Experience with Federal Funding:	

WRITTEN POLICIES AND PROCEDURES:	YES	NO	NA
Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of:			
General staff management policies and procedures.			
Code of Conduct for all agency staff.			
Code of Conduct for board members.			
Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff.			
Conflict of interest (real or perceived) for board members.			
Complaint/grievance resolution policy and procedures relative to agency staff.			
Complaint/grievance resolution policy and procedures relative to clients.			
Program participant eligibility, if applicable.			
AGENCY GOVERNANCE:	YES	NO	NA
Organization has and follows approved by-laws.			
Organization has an active Board which meets regularly or as required in approved by-laws.			
Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting.			
Organization is able to comply with all statutory requirements of the Federal Award.			
HISTORY OF PERFORMANCE:	YES	NO	NA
Organization has at least (5) years' experience managing grants of comparable scope and/or capacity.			
In the last two fiscal years, the organization has always submitted required programmatic reports on time.			
In the last two fiscal years, the organization has sometimes submitted required programmatic reports on time.			

In the last two fiscal years, the organization has never submitted required programmatic reports on time.			
In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards.			
In the last two fiscal years, has your organizations had Special Conditions placed on a grant award.			
Organization has a system in place to adequately track program beneficiary income and demographics.			
STAFFING:	YES	NO	NA
Organization maintains up-to-date job descriptions for all staff positions.			
Organization routinely notifies funders, as appropriate, when a change in program staff occurs.			
Organization has a system in place to adequately track program-specific work performed.			
NOTES:			
<i>Certification: By signing this questionnaire, I certify to the best of my knowledge and belief that the responses are true, complete and accurate. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (2 CFR 200.415)</i>			
Authorized Signature		Date	

Requested Attachments (Please provide the following documents):

- Resumes of all relevant program staff (including CEO/Executive Director)